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## EMPLOYMENT OPPORTUNITY

# FISCAL CLERK I

### Fiscal Division

(Full-Time “At Will With Benefits” Position)

**THE SALARY:** \$10.52 hourly, \$1,826 monthly, \$21,912 annually

**THE BENEFITS:** Liberal vacation plan; twelve days cumulative paid sick leave per year; fourteen paid holidays per year; group medical, dental and life insurance paid for employee; voluntary retirement plan, and merit advancement.

#### **STANDARD WORK**

**SCHEDULE AND HOURS:** Position is assigned to the standard (8:00AM-5:00PM, Monday to Friday) work schedule.

**THE POSITION:** Community Action Partnership of San Bernardino County (CAPSBC) Fiscal Division is currently seeking a qualified and highly motivated individual to perform specialized work in support of a departmental computerized fiscal record keeping system. The incumbent must be computer literate, work overtime as required and maintain strict confidentiality.

**EXAMPLES OF DUTIES:** Under general supervision, the incumbent shall perform such duties as: Compile, sort, batch, tabulate, code, record and file fiscal and statistical data; do mathematical calculations and result verifications; prepare and review computer data inputs under accounting guidelines; calculate and apportion billings according to established accounting procedures; perform alpha and numeric data entry; collate and distribute materials; operate standard office machines as required; check labor reports, vouchers, computer source documents and / or products and other records for mathematical accuracy, as well as legality, consistency, and budget classification requiring application of established coding and record keeping practices; perform data entry functions from the department's standard or coded form on computer terminal; follow standard operating procedures per instruction manual on check runs, accounts payable, journal entries, general ledger, and trial balance as required; perform other duties as assigned; provide vacation and temporary relief as required.

**MINIMUM QUALIFICATIONS:** **Education / Experience:** High school graduation and one year of recent paid office clerical experience, preferably within a Fiscal Department. Applicants must read, write and speak English at a level appropriate to the position. **Knowledge / Abilities / Skills:** **Good knowledge of:** Record keeping practices; modern office procedures, including filing systems; personal computer hardware and software applications; principles of time management. **Some knowledge of:** Accounts payable and receivable practices; report preparation and maintenance. **Ability to:** Follow oral and written instructions; perform duties independently

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and under own initiative; maintain strict confidentiality; perform mathematical computations of average difficulty; communicate and deal diplomatically with persons from varied social, economic and cultural backgrounds; operate County / CAPSBC / personal vehicles for business purposes; read, write and speak English at a level appropriate to the position; lift and / or move boxes of printer paper as required. **Skills:** Proficiently operate standard office equipment, including various computer hardware and software applications (i.e., Microsoft, Word, Excel, Windows, PowerPoint, Access, Outlook, Exchange, E-mail); 10-key calculator by touch.

**LICENSE:** Must possess and maintain a valid California Driver License, be insurable, and have a good driving record; maintain a dependable personal transportation throughout the course of employment. The selected candidate shall be reimbursed at 37.5¢ per mile for use of his / her personal vehicle for business purposes (excluding driving to and from home to work). ***Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application.***

**EXAMINATION:** The examination will consist of a competitive evaluation of qualifications based upon a review of the application and attachments. Those applicants passing the competitive evaluation of qualifications will be scheduled for a structured oral examination covering the following items: 1. Office Practices and Procedures (including filing system), 2. Communication Techniques (oral and written), 3. Computer Hardware and Software Applications, 4. Mathematical Computations, 5. Proofreading, 6. Accounts Payable and Receivable Practices. Applicants may be required to perform writing exercises and mathematical computations and should bring their glasses, if applicable.

**SELECTION PROCESS:** Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and / or testing. The successful candidate will be offered conditional employment contingent upon the applicant passing a background investigation (including verification of criminal records, education, employment and social security) and a medical examination which will include urine drug testing and TB screening, and submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the background investigation or the physical examination. As a condition of employment, the selected candidate must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the candidate must currently have / or be able to obtain (prior to hire date) a checking or savings account.

**APPLICATION:** Submit a completed CAPSBC application form to the Human Resources Division, 686 East Mill Street, San Bernardino, CA 92415-0610. If you change your address or phone number after filing an application, please notify the Human Resources Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and / or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process.

CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Human Resources Division at (909) 891-3880.

**CLOSING DATE: Continuous - until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed.**

**PUBLICATION DATE: 10/25/04**

CAJ:ega  
10/25/04

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We care about the entire community, and we are dedicated to helping people help themselves and each other.

# Community Action Partnership of San Bernardino County (CAPSBC)

## Employment Information

### Employment Procedures

CAPSBC job opening announcements are displayed in program / division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the agency's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes an analysis of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information and benefits, call the CAPSBC Human Resources Division at (909) 891-3880, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to the agency's web address: [www.sbcounty.gov/csd](http://www.sbcounty.gov/csd).

### Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month or nine-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.

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